



What is Podcasting?



Podcasting is similar to a radio broadcast, except you are sharing the recorded audio over the Internet as opposed to the radio waves. By uploading your recordings to the Internet, your listeners can download them to their MP3 players making them portable for the on-the-go person. The word podcast stands for the combination of the two words “POD” (portable on demand) and “broadcast”.

Recently, Podcasting has become the “catchall” phrase for any type of media that you can upload as an MP3 or MP4 file and can then be downloaded to people’s computers or MP3 players or iPods.

There are three different types of podcasts:

1. Audio Podcast (just sound)
2. Visual Podcast (sound and image of topic)
3. Video Podcast: (recorded video with sound)

Equipment Needed

- Computer with built-in sound card (all school computers have this)
- Microphone or a Digital Voice Recorder (or dual headphone with mic combo)
- Headphones

Note: Check with your computer lab Teaching Assistant for availability of these items.

Software Required for Plug-In Microphones

Audacity: sound recording, editing, mixing (should be loaded on all school computers). Free download for home? <http://audacity.sourceforge.net/>

Note: See recording basics below, or view complete Audacity Tutorial available online at:
<http://www.esmschools.org/Data/FileManager/ESM%20High%20School/Wenner/Audacity%20Users%20Manual.pdf>

Recording Audio with the Digital Voice Recorders

1. Sign-out a recorder from your computer lab.
2. Turn the recorder on by sliding the **Hold button** on the side to the opposite position. (Double check that the **Music/Voice button** on the side is set to **Voice**).
3. Use the Record, Stop, and Play buttons located on the side to make your recordings. The internal microphone is located on the front above the display monitor. (Make sure to look at the small display window so you know what folder your files are being stored in).
4. Plug the voice recorder into your computer (via USB connection).
5. Double click on the “**My Computer**” desktop icon and then double click on the **Removal Disc Drive E**.
6. Open the folder that your audio files are stored in and drag them into your network account.
7. Your recordings will be .wma files. You can open them in Audacity and export them as MP3 (see export directions below).



Audacity

Audacity is a free, easy to use audio editor and recorder program. It can do very basic recordings, or more advanced recordings with a lot of snazzy effects.

You can use Audacity to:

- Record live audio.
- Convert tapes and records into digital recordings or CDs.
- Edit MP3, WAV or AIFF sound files.
- Cut, copy, splice or mix sounds together.
- Change the speed or pitch of a recording.
- And more! See the complete [list of features](#)

You will need to use a microphone (microphones can be signed out from the computer lab)

Recording (the Basics)

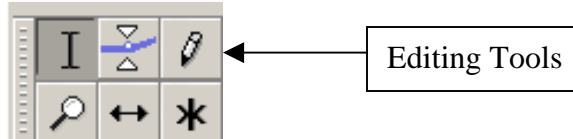
1. Plug in the microphone to the microphone jack on your computer. If using the combined headphone and mic, you will also plug in the headphones to the headphone jack.
2. Open **Audacity** using the desktop icon.



3. At the top of the screen you will see the **Control Toolbar**.



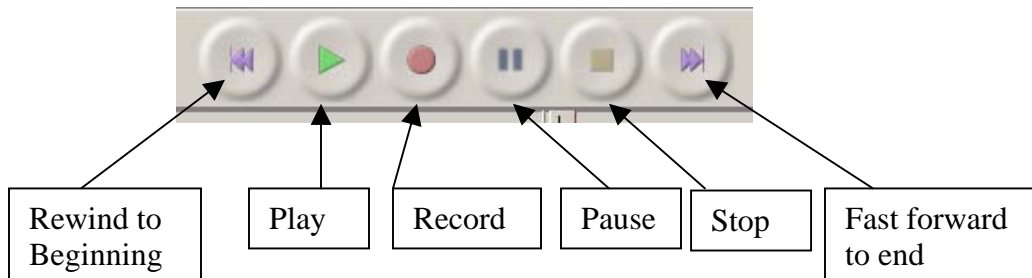
The Control Toolbar is made up of both **Editing Tools** and **Audio Control Buttons**.



and



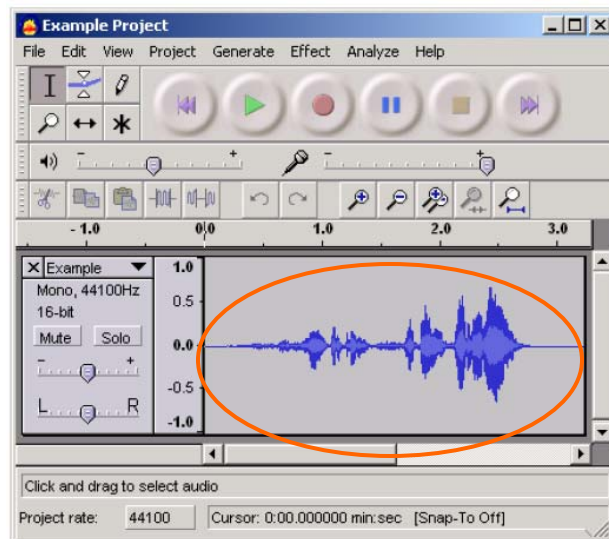
2. The Audio Control Buttons should resemble the same type of buttons you would find on a VCR).



4. When you are ready to record a simple one track recording, use the audio control buttons:

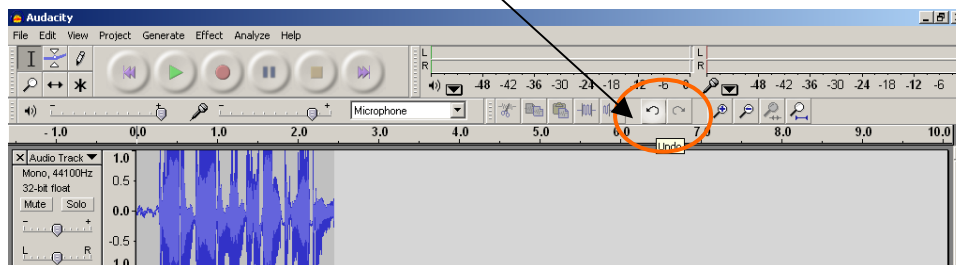
- Click **Record** to record.
- Click **Pause** to pause the recording. Click it again to continue recording.
- Click **Stop** to stop the recording

As you record, the **sound wav** is displayed in the audio track in blue.



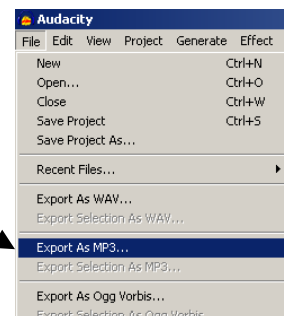
That's it!!! You can now save your recording as is (export as MP3 file), or play around with all the editing tools that Audacity has to offer.

Note: You can use the “**undo**” feature to put your recording back to its original format.



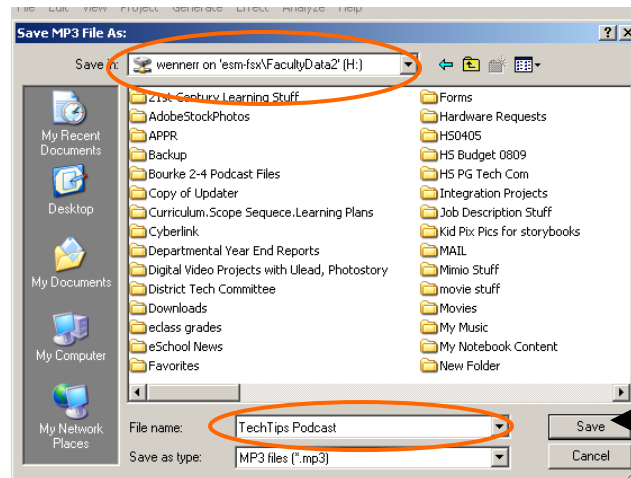
Exporting as MP3 file

1. From the menu bar, chose **File>Export as MP3**.



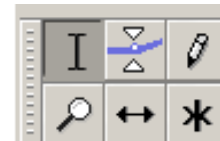
2. When the **Save In** window opens:

- Navigate to your **network account** using the drop-down arrow (**NOT MY DOCUMENTS**)
- Type-in a **file name** in the blank
- Hit the **Save button**









Editing (Cut)

Basic editing can easily be accomplished in Audacity using the **Editing Tools** that are part of the Control Bar (as described above).














Below is a description of what all of the tools do:

-  Selection tool - for selecting the range of audio you want to edit or listen to.
-  Envelope tool - for changing the volume over time.
-  Draw tool - for modifying individual samples.
-  Zoom tool - for zooming in and out.
-  Timeshift tool - for sliding tracks left or right.
-  Multi tool - lets you access all of these tools at once depending on the location of the mouse and the keys you are holding down.

You will also need to use the tools located on the **Edit Toolbar**.



Below is a description of each tool:

- | | |
|---|---|
|  | Cut |
|  | Copy |
|  | Paste |
|  | Trim away the audio outside the selection |
|  | Silence the selected audio |
|  | Undo |
|  | Redo |
|  | Zoom In |
|  | Zoom Out |
|  | Fit selection in window - zooms until the selection just fits inside the window. |
|  | Fit project in window - zooms until all of the audio just fits inside the window. |


Note: All of the tools are just shortcut buttons to existing functions available under the Menu bar. The shortcuts are there to save you time. Placing your mouse over each tool will display the “tool tip” in case you have forgotten each of their tasks.

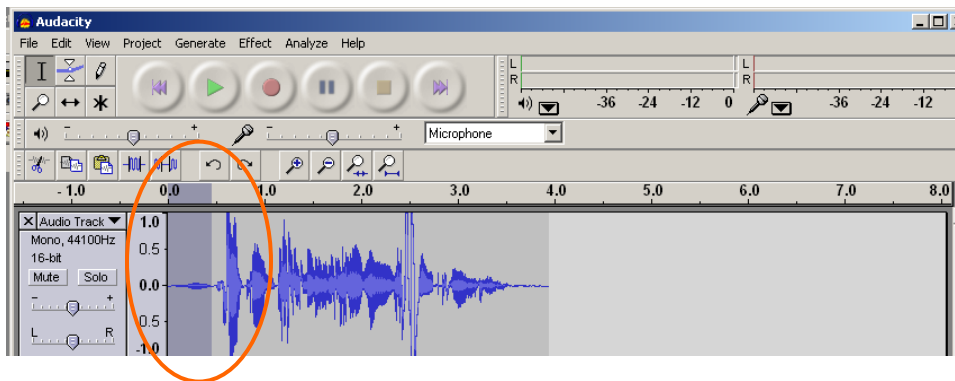
Cutting Sections Out

Cutting sections out of your recordings is very simple to do using the Selection and Cut tools.



You first have to “select” the part of the audio file you want to “cut out”.

1. Click on the **Selection tool**  from the toolbar.
2. Click and hold your left mouse button down as you click and drag section of your audio file you want to remove (**the selected area will be darker than the non-selected area**).

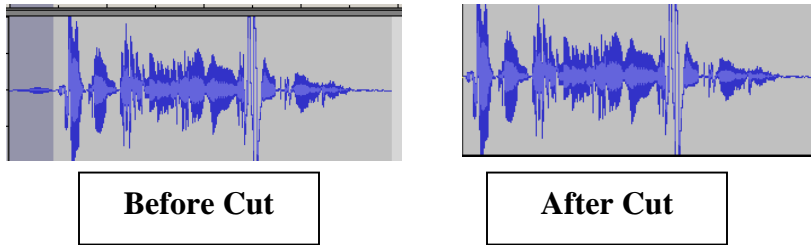


3. Click the play button *or* space bar to listen to the selected area before cutting it out.
4. You can expand or compress the selected area by either grabbing the left or right hand border using (your cursor turns to a hand) and dragging to the desired area

or

5. Hold the SHIFT button down on your keyboard, and click on the area you want the selection to expand or compress to.

6. Click the **Cut button** to  remove the selected area.



Want More Info?

For additional editing information and directions, please refer to the Audacity Users Manual available at:
<http://www.esmschools.org/Data/FileManager/ESM%20High%20School/Wenner/Audacity%20Users%20Manual.pdf>



Now What?

Now that you have made your recordings, you have a few options:

- Upload your recordings to your webpage where students could listen to them or download to their home computer or MP3 player. (see uploading directions below)
- Combine with an image to create a visual podcast. This can be done directly on your webpage by inserting a picture. Another option is to create a video file that combines an image and audio file using any one of the following applications: Ulead Video Studio, Movie Maker, and PhotoStory.
- Don't have a webpage? Put a copy of your recordings on the public drive for students to listen to, or burn a copy to a CD and have on hand in your classroom.

Uploading Windows Media Files to Your Web Page

The Windows Media manager window allows you to upload the following media files such as .wav, MP3, avi, .mov, .mpeg, and .mpg. The uploading process works basically the same way as uploading a document or photo.

1. Position the cursor at the place where you need to insert the media file.

2. Click on the **Media Manager** button from the toolbar.



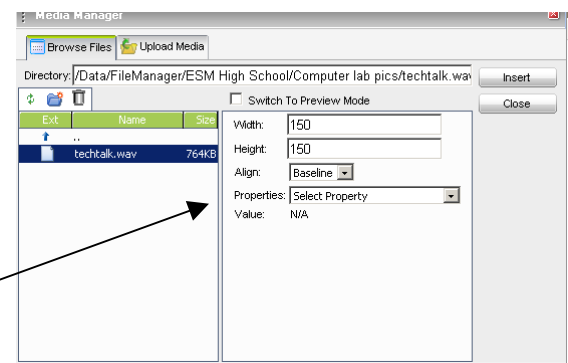
3. Navigate to the folder in which you want to upload the Windows Media File (Your School Folder/Your Subfolder)

4. Press the **Upload Media** tab.

5. Click **Browse** to select the media file from your computer.

6. The media file will appear in the manager window.

7. When the dialog box opens, the **right hand side displays the properties** of the current media file.



- Change the **Width and Height** to resize the media file icon.
- Click the **Align** drop down menu to change the media file icon's location in your web page.
- Click the Properties dropdown menu to view the different options. (Example: Choose the **"AutoStart"** option, and then select **"No"** if you want the viewer to have to click to play the file. Otherwise it will automatically play when the webpage is opened.
- Put a check mark in the "Switch to Preview Mode" box, if you want to preview your media file before inserting.

8. Click the **Insert** button to insert the file into your web page, or click **Close** to cancel the job.

You are now going to replace the player with a hyperlink to the audio file (this will allow your listeners to download the file.

9. Right-click on the player and choose **Properties** from the menu.

10. From the Properties window, highlight and copy the files URL address.

11. Delete the player from your webpage.
12. Follow the webpage directions for inserting a hyperlink to a webpage (paste the URL you copied from the Properties window).